

**OFFICE OF THE CHIEF OPERATING OFFICER AND ADMINISTRATION
CONFLICT OF INTEREST CODE**

**APPENDIX A
DESIGNATED POSITIONS, DUTIES, AND CATEGORIES**

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Chief Operating Officer	Assist the Mayor as required. Supervise the administration of City affairs, except as otherwise specifically provided in the Charter. Recommend policies and courses of action to the Mayor and City Council. Advise the Mayor of the financial condition and future needs of the City. Prepare budgets and review and approve expenditures. Ensure enforcement of City ordinances and State laws. Perform other duties prescribed by Charter, ordinance, or Council resolution, or as directed by the Mayor.	Files Form 700 (Statutory Requirement, Govt. Code section 87200)
Deputy Chief Operating Officer	Assist the Chief Operating Officer as required. Supervise the administration of City affairs, except as otherwise specifically provided in the Charter. Recommend policies and courses of action to the Mayor, Chief Operating Officer, Assistant Chief Operating Officer, and City Council. Advise the Mayor, Chief Operating Officer, and Assistant Chief Operating Officer of the financial condition and future needs of the City. Prepare budgets and review and approve expenditures. Ensure enforcement of City ordinances and State laws. Perform other duties prescribed by Charter, ordinance, or Council resolution, or as directed by the Mayor, Chief Operating Officer, or Assistant Chief Operating Officer.	1
Executive Director, Office of Child and Youth Success	Assist the Deputy Chief Operations Officer and other City departments as required. Supervise the administration of the Office of Child and Youth Success affairs. Recommend policies and courses of action to the Deputy Chief Operations Officer, and other City departments as it pertains to children and youth programs.	1
Executive Director, Office of Emergency Services	Directs the Office of Emergency Services to include policy guidance, administration, and departmental supervision, interfaces with City Council and Committees, and recommends contract approval.	1
Docket Liaison	Assist the Mayor, Chief Operating Officer, and City departments by coordinating the docketing process and acting as the liaison among the Mayor's Office, City Council President's Office, and City departments.	2

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Assistant Docket Liaison	Assist the Docket Liaison in assisting the Mayor, Chief Operating Officer, and City departments by coordinating the docketing process and acting as the liaison among the Mayor's Office, City Council President's Office, and City departments.	2
Program Manager	Supervises and oversees the Grants and Administrative Section, recommends financial decisions, oversees grant programs, coordinates projects, and interfaces with City Council, committees, and task forces. Supervises and oversees the Emergency Operations Section, recommends financial decisions, coordinates projects, and interfaces with City Council, committees, and task forces.	2
Program Coordinator(s)	Assist the Chief Operating Officer, Deputy Chief Operating Officer (s), Directors, and/or citywide in planning, developing, and overseeing managed by the Office of the Chief Operating Officer. Formulate, analyze, and review program operations and develop and implement recommendations to increase efficiency and effectiveness.	2
Associate Management Analyst	Assist the Executive Director of the Office of Child and Youth Success with the administration of the Office of Child and Youth Success's fiscal and reporting needs. Formulate, analyze, and review fiscal and budgetary operations and recommend strategies to increase efficiency and effectiveness.	2
Community Development Specialist II	Assist the Executive Director, Office of Child and Youth Success, with the administration of community listening and input sessions for the purpose of data collection to support the implementation of the Child and Youth Plan.	2
Consultant/New Position	Consultants and new positions shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in this code as described in Appendix B.	3

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**APPENDIX B
DISCLOSURE CATEGORIES**

CATEGORY 1

1. All reportable investments and business positions in any firm or business entity located in or doing business with the City of San Diego, that supplies goods or services to the City of San Diego, or is granted authority by the City of San Diego to use City facilities.
2. All reportable income, including gifts, from any sources located in or doing business with the City of San Diego.
3. All reportable interests in real property located in the City of San Diego, including property located within a two-mile radius of any property owned or used by the City.
4. All reportable interests in real property owned or used by any person or business entity that supplies goods or services to the City of San Diego, is a tenant of the City of San Diego, or is granted authority by the City of San Diego to use City facilities.
5. All reportable income, including gifts, from any person or business entity that supplies goods or services to the City of San Diego, or is granted authority by the City of San Diego to use City facilities.

CATEGORY 2

1. Investments and business positions in any firm or business entity that supplies goods or services to the City, is a tenant of the City, is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
2. Income and gifts from any person or business entity that supplies goods or services to the City, is a tenant of the City, is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
3. Interests in real property owned or used by any person or business entity that supplies goods or services to the City, is a tenant of the City, is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.

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CATEGORY 3

Consultants/new positions shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Chief Operating Officer may determine in writing that a particular consultant/new position, although a “designated person,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s/new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Chief Operating Officer’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.